ASSEMBLY INSTRUCTIONS

Anthro Video Conferencing Cart

WELCOME

Thank you for purchasing your Anthro Video Conferencing Cart! If you have any questions or if we can help you in any way, please contact us at 800.325.3841.

Product	Part#
Anthro Video Conferencing Cart	DC02SM/BK5
Anthro Video Conferencing Cart w/Cabinet	DC01SM/BK5

NOTE: The Camera Mount is not included.

ANTHRO®

Technology Furniture®
– Fast and Friendly!

Warranty:
The Anthro Video Conferencing Cart has a Lifetime Warranty.

Notices:
Technology Furniture is a trademark of Anthro Corporation.
Anthro reserves the right to modify the design and specifications without prior notice.

Anthro Corporation® | 10450 SW Manhasset Dr. | Tualatin, OR 97062
Toll-free: 800.325.3841 | Fax: 800.325.0045 | email: sales@anthro.com | anthro.com
Outside the U.S. | Tel: 503.691.2556 | Fax: 503.691.2409

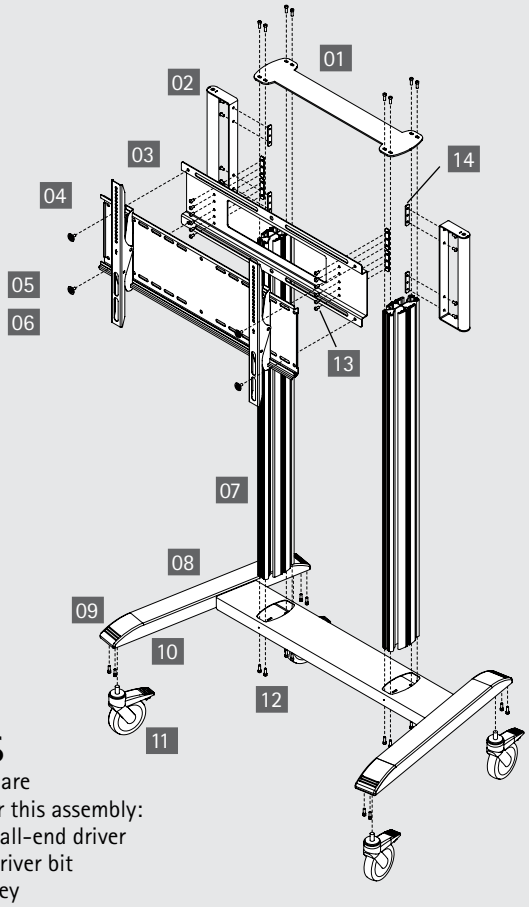
300-5528-00

July, 2011

PARTS LIST

Before beginning assembly of your Video Conferencing Cart, please review the parts list to verify that your shipment is complete.

	Product	Quantity	Part Number
01	Top Plate	1	225-A310-05-03-00
02	Handle Assembly	2	
	Handle Bar		125-5377-00
	Foam Handle Wrap		175-5310-00
	Handle Bracket		225-4421-00
	1-3/4" Flat-head Screw		325-5548-00
03	Monitor Mount Back Bracket	1	225-4311-00
04	Telehook Assembly	1	575-5073-00
05	Workstation Screw	4	325-5092-00
06	Flat Fender Washer	4	325-5629-00
07	Legs, 50" long	2	280-A304-20-01-00
08	Base	1	500-A310-05-01-00
09	End Caps	1	175-A302-02-001-03
10	3/4" Screws	8	325-5106-00
11	5" Locking Casters	4	150-5084-00
12	3/4" Cap Screws	16	325-5264-00
13	1/2" Button-head Screw	22	325-5003-00
14	Tapped Rails	8	525-5037-00
15	Rubber Cable Blade, 50" (Not shown)	2	175-5215-00
CABINET COMPONENTS:			
16	Cabinet (Not shown)	1	835-5455-00
17	Cabinet Handle (Not shown)	1	175-A138-10-01-03
18	Handle Fasteners (Not shown)	2	325-A129-18-01-00
19	1/2" Button-head Screw (Not shown)	8	325-5196-00



TOOLS

These tools are provided for this assembly:
5/32" hex ball-end driver
5/32" hex driver bit
3/16" hex key
5/32" hex key

These tools are required but not provided:
Level
Phillips-head screwdriver

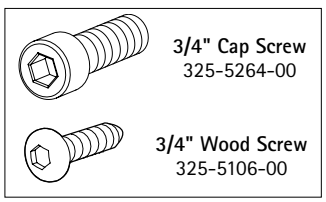
IF YOUR CART HAS A CABINET, GO TO STEP 2. IF NOT, START WITH STEP 1.

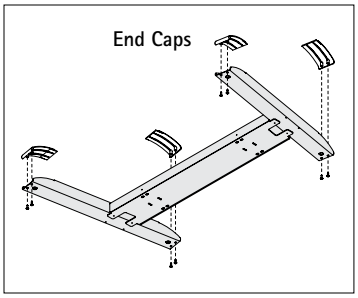
STEP 1 – CART WITHOUT CABINET

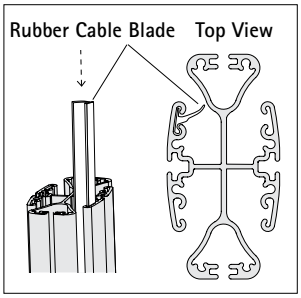
Attach the Base to the Legs

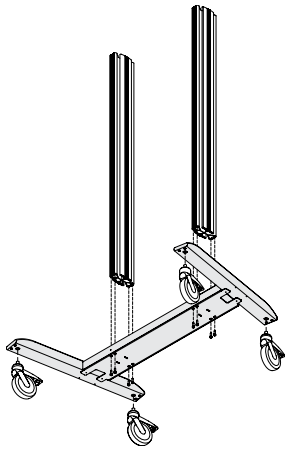
- Using the Anthro driver, install the end caps on the base with 3/4" wood screws.
- Slide one rubber cable catcher blade into each leg.
- Lay the legs on the floor, side by side. While one person lifts the base, the second person slides one leg into the base (rubber blade to the back) until it reaches the bottom of the base. Attach the leg to the base with four 3/4" Cap Screws using the 3/16" hex key. Tighten all the way. Repeat for the second leg.
- Lock all four casters. One at a time, thread them into the holes in the base. Turn them until they're tight. With the help of a second person, carefully lift the cart upright.

Skip ahead to Step 6.





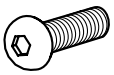




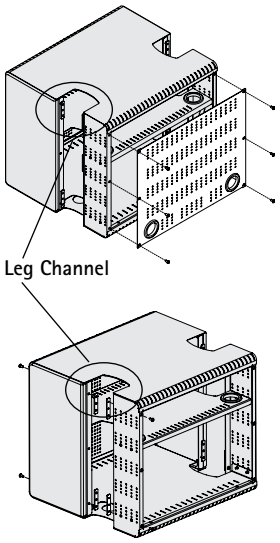
STEP 2 - CART WITH CABINET

Assemble the Cabinet

- Using your Phillips screwdriver, install the handle onto the cabinet door.
- Using the Anthro driver, remove the four fasteners holding the cabinet's back panel in place. Set aside the fasteners and the panel.
- Align one tapped rail with the holes on one of the cabinet's leg channels. Using the Anthro driver, loosely attach one 1/2" bracket screw through the metal flange on the cabinet and into the tapped rail. Tighten just until the tip of the fastener reaches the outside of the tapped rail.
- Repeat for the other seven rails; there are four on each of the two channels. Place the cabinet on its back with the lock and handle facing up.



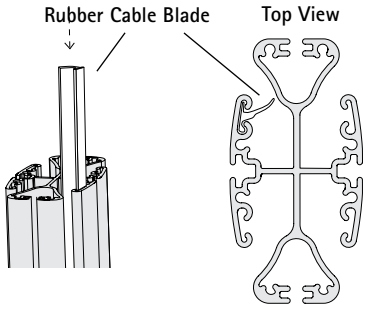
1/2" Button-hd Screw
325-5003-00



STEP 3 - CART WITH CABINET

Install the Cabinet

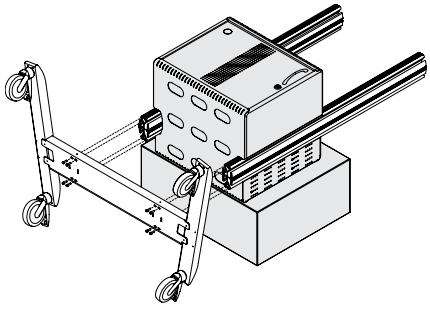
- Slide one rubber cable blade into each leg.
- Slide the legs into the leg channels (blades to the back) on the cabinet so the tapped rails fit into the slots on the legs. Position each leg so it extends 2-3/4" beyond the bottom of the cabinet. Use the Anthro driver to tighten the fasteners for the tapped rails.

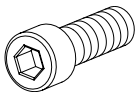


STEP 4 - CART WITH CABINET

Install the Base and Add the Casters

- Using the Anthro driver, install the end caps on the base with 3/4" wood screws.
- Elevate the cabinet a few inches off the floor. Use some of the packing materials included in your shipment.
- Align the base with the legs. Make sure that the long extensions on the base will be under the door of the cabinet. That's the front of the cart.
- Using the 3/16" hex key, secure the base to the legs with eight 3/4" Cap Screws, four for each side. Tighten all the way.
- Lock all four casters. One at a time, thread them into the holes in the base. Turn them until they're tight.
- With the help of a second person, carefully lift the cart upright.



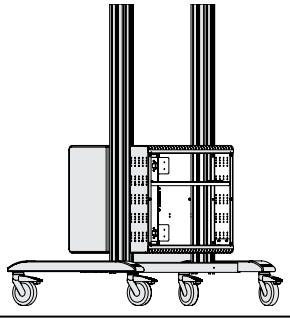


3/4" Cap Screw
325-5264-00

STEP 5 - CART WITH CABINET

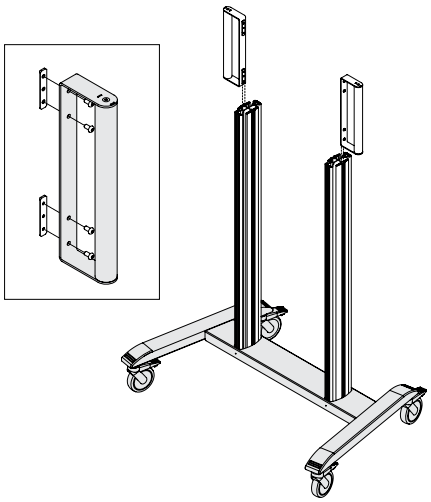
Secure the Cabinet, Reinstall Back Panel

- Use your level to verify that the cabinet is level. Use your Anthro driver to loosen the fasteners holding the tapped rails and adjust the cabinet until it is level.
- Tighten all the fasteners for the tapped rails.
- Using the Anthro driver, reinstall the back panel. Make sure that the cord wraps are on the outside of the cabinet and the cord pass-throughs are at the bottom.

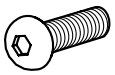


STEP 6

Install the Cart Handles



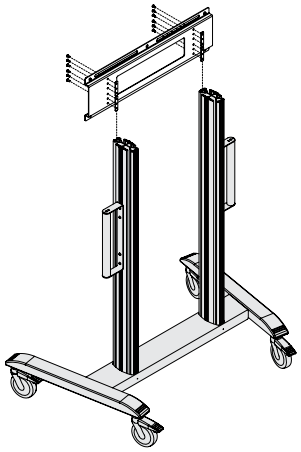
- If you are including an Additional Shelf in this assembly, install it now using its instruction.
- Loosely attach two tapped rails to each handle assembly with two 1/2" button-head screws using the Anthro driver. Tighten just until the tip of the fastener reaches the outside of the tapped rail. Repeat for the second handle.
- Slide each handle assembly onto the cart legs until the top of the handle is 41" above the floor and tighten. Repeat for the second handle.



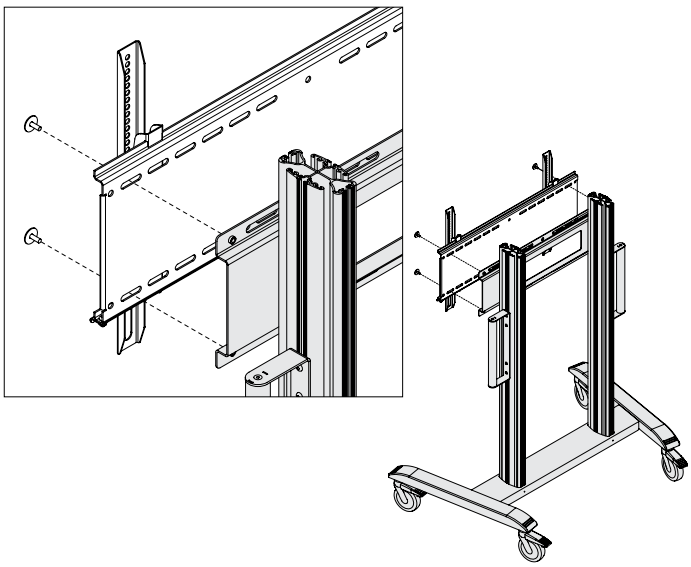
1/2" Button-hd Screw
325-5003-00

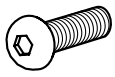
STEP 7

Install the Monitor Mount and Top Plate

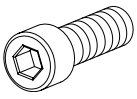


- Locate the monitor mount back bracket. Loosely attach four tapped rails to the back of the bracket with eight 1/2" button-head screws using the Anthro driver.
- Slide the back bracket onto the extrusions so the bracket is at the front of the cart. Slide it down until it is just above the handle and loosely attach.
- Align the top plate with the top of the extrusions. Attach the top plate to the extrusions with eight 3/4" Cap Screws using the 3/16" hex key.
- Slide the monitor mount back bracket up to the desired height. Make sure it's level, then tighten its fasteners.
- The Telehook Mount assembly is packaged in its own box. Open that box and locate the Wall Plate.
- Using the Anthro driver, attach the wall plate to the back plate using four Workstations Screws and four flat fender washers.
- Follow the Telehook instructions to attach the brackets to your display, and then to attach the display to the Wall Plate.
- Slide the Security Bracket into place and secure using two 1/2" button-head screws and two nylock nuts. For added security, use your own padlock (with 3/16" dia shackle) instead.



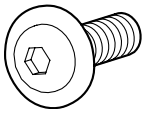


1/2" Button-hd Screw
325-5003-00



3/4" Cap Screw
325-5264-00

Nylock Nuts
325-5259-00



Workstation Screw
325-5092-00

CONGRATULATIONS! YOUR CART ASSEMBLY IS COMPLETE!